

OFFICE OF THE CITY CLERK

REQUEST FOR PUBLIC RECORDS

PURSUANT TO THE CALIFORNIA PUBLIC RECORDS ACT (GOVERNMENT CODE § 6250 ET. SEQ)
YOU WILL BE NOTIFIED WITHIN 10-DAYS OF THE STATUS OF YOUR REQUEST.

To submit an electronic public records request please visit: www.elcajon.gov/PublicRecords.
To submit hard copies please email: PublicRecords@elcajon.gov.

If you prefer to mail or submit in person, we are available at:
City of El Cajon, Office of the City Clerk, 200 Civic Center Way, El Cajon, CA 92020.

I/We, the undersigned, hereby request the following document(s) (or portions thereof) as indicated below at the rate of four cents (\$.04) per page for standard copies (plus actual cost of employee's time to copy records).

Requestor Information/Company Name

Date

Address (if Applicable)

Phone Number

Signature

Email address

RECORDS REQUESTED:

Description: _____

PLEASE INDICATE YOUR PREFERRED FORMAT (Circle One):

E-MAIL XEROX COPIES DVD/CD OTHER (Specify) _____